

Section 6. Reproduction

5-600. **General.** Contractors shall establish a reproduction control system to ensure that reproduction of classified material is held to the minimum consistent with contractual and operational requirements. Classified reproduction shall be accomplished by authorized employees knowledgeable of the procedures for classified reproduction. The use of technology that prevents, discourages, or detects the unauthorized reproduction of classified documents is encouraged.

5-601. Limitations.

- a. TOP SECRET documents may be reproduced as necessary in the preparation and delivery of a contract deliverable. Reproduction for any other purpose requires the consent of the GCA.
- b. Unless restricted by the GCA, SECRET and CONFIDENTIAL documents may be reproduced as follows:
 - (1) Performance of a prime contract or a subcontract in furtherance of a prime contract.

- (2) Preparation of a solicited or unsolicited bid, quotation, or proposal to a Federal agency or prospective subcontractor.

- (3) Preparation of patent applications to be filed in the U.S. Patent Office.

c. Reproduced copies of classified documents shall be subject to the same protection as the original documents.

5-602. Marking Reproductions. All reproductions of classified material shall be conspicuously marked with the same classification markings as the material being reproduced. Copies of classified material shall be reviewed after the reproduction process to ensure that these markings are visible.

5-603. Records. Contractors shall maintain a record of the reproduction of all TOP SECRET material. The record shall be retained for 2 years.